

3 FAM 7580

WITHIN-GRADE INCREASES

*(CT:PER-678; 06-22-2012)
(Office of Origin: HR/OE)*

3 FAM 7581 GENERAL

*(TL:PER-392; 12-30-2000)
(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Nationals Only)*

Within-grade increases (WGIs) are salary increases granted to financially reward employees for satisfactory performance of assigned work and length of service.

3 FAM 7582 ELIGIBILITY

3 FAM 7582.1 General

*(TL:PER-392; 12-30-2000)
(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Nationals Only)*

A WGI of no more than one salary step may be granted to all employees, except those serving under temporary appointments, upon fulfillment of minimum waiting period, performance and other requirements that may be established by post or an employing agency's headquarters. Service under a temporary appointment may be credited towards eligibility for a WGI at the discretion of the head of the employing agency at post, if the employee's appointment is converted from temporary to indefinite, conditional, or permanent without a break in service and without an increase in pay. Service with another agency is credited toward eligibility for employees transferring between agencies.

3 FAM 7582.2 Withholding a WGI

*(TL:PER-392; 12-30-2000)
(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Nationals Only)*

WGIs must be withheld if an employee's performance fails to meet the performance standards established by the employing agency. If the head of the employing agency at post determines the employee later meets the performance standards, the employee may be given a WGI effective as of the beginning of the

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pay period following the date the determination is made. The employee is required to serve another full waiting period, as prescribed in the post local compensation plan, before being eligible for a subsequent WGI.

3 FAM 7583 WAITING PERIODS

3 FAM 7583.1 Minimum Waiting Period

(*TL:PER-392; 12-30-2000*)

(*Uniform State/Agriculture/BBG/Commerce/USAID*)

(*Applies to Foreign Service Nationals Only*)

The minimum waiting period for a WGI is 52 consecutive weeks in employment status. A waiting period of more than 52 weeks may be established for each step in the salary schedule. See 3 FAH-2 H-300.

3 FAM 7583.2 Effect of Non-Pay Status on Waiting Period

(*TL:PER-392; 12-30-2000*)

(*Uniform State/Agriculture/BBG/Commerce/USAID*)

(*Applies to Foreign Service Nationals Only*)

The minimum waiting period between WGIs is extended by two workweeks for each full pay period of time an employee is in a non-pay status equivalent to a full pay period. Periods in non-pay status of less than a full pay period do not affect the minimum waiting period requirement.

3 FAM 7584 PERFORMANCE REQUIREMENTS

(*TL:PER-392; 12-30-2000*)

(*Uniform State/Agriculture/BBG/Commerce/USAID*)

(*Applies to Foreign Service Nationals Only*)

Before a WGI may be authorized, the supervisor must certify in writing that the employee's performance is at the fully successful level or better.

3 FAM 7585 MERITORIOUS STEP-INCREASES

(*TL:PER-392; 12-30-2000*)

(*Uniform State/Agriculture/BBG/Commerce/USAID*)

(*Applies to Foreign Service Nationals Only*)

The granting of a Meritorious Step-increase (MSI) does not have any effect on the minimum waiting period for WGIs. Please refer to 3 FAH-2 H-300.

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3 FAM 7586 THROUGH 7589 UNASSIGNED